



WASHINGTON MANAGEMENT SERVICE RECRUITMENT ANNOUNCEMENT

Washington State Department of Corrections

CORRECTIONAL LIEUTENANT Monroe Correctional Complex

OPENING DATE: June 21, 2010

CLOSING DATE: July 9, 2010

POSITION LOCATION: Monroe Correctional Complex (MCC) at Monroe, Washington.

COMPENSATION: The current annual salary range of consideration is \$55,008 to \$63,768 (WMS Band 1) The successful candidate's qualifications will determine his/her annual compensation.

AGENCY PROFILE:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

The agency mission is, "To improve public safety."

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Administrative Services Division, Health Services Division, Communications Department, and Risk Management Department. The Department employs over 8,000 staff and has a biennial budget of approximately \$1.5 billion.

The Monroe Correctional Complex (MCC) is comprised of five units: Washington State Reformatory Unit (WSRU), Twin Rivers Unit (TRU), Minimum Security Unit (MSU), Special Offenders Unit (SOU), and the Intensive Management Unit (IMU). In all, MCC houses approximately 2,500 offenders and employs approximately 1,100 staff.

POSITION PROFILE:

Under the supervision of the Correctional Captain, this position is responsible for the daily operation of the facility in accordance with DOC policies and MCC Operational Memorandum's. The daily operation of the facility includes (1) managing the offender population and accounting for offenders institution wide; (2) providing supervision and direction to Sergeants, Correctional Officers, and non-uniform staff in their area of control; (3) acting as the Superintendent's designee for the institution during non-business hours; and (4) other duties as assigned.

The Unit Supervisor provides concrete direction and a professional example to all Correctional Sergeants, Correctional Officers, and other non-uniform staff.

DESIRABLE QUALIFICATIONS:

- Demonstrated working knowledge of DOC Policies, RCW's, WAC's, and MCC Operational Memorandum's.
- Thorough understanding of Emergency Procedures, National Incident Management System, Grievance procedures, Collective Bargaining Agreement, Merit System Rules, Performance Monitoring, and Supervisory Techniques.

EXPERIENCE:

- Five years of correctional experience in adult or juvenile corrections with progressing levels of responsibility.
- Two years of supervisory/lead work experience in corrections.

DEMONSTRATED COMPETENCIES:

- Demonstrated ability in providing positive leadership in times of stress, conflicts, and unforeseen events in a correctional facility.
- Skills in oral and written communication that is clear and concise.
- Ability to promote teamwork and foster cooperation among all unit staff as well as collecting valuable input for the efficient operation of the unit.
- Determination to follow through with a project to the point of successful completion. Ability to maintain good working relationships and positive interactions with other supervisors and departments at MCC in order to foster accountability and improve the overall program.

Core Competencies for all Employees

Safety

Treats Others with Respect and Courtesy

Dependability

Accountability

Judgment and Problem Solving Leadership

Communication

Leadership

Relationship Building

Ethics and Integrity

Core Competencies for all Supervisors and Managers (in addition to the ones above)

People Management

Managing for Results

A screening process will be used to determine the candidates who will receive final consideration.

APPLICATION PROCESS:

Apply by submitting:

- Letter of interest addressing your experience and qualifications relevant to the position duties and competencies as described in this announcement.
- Current resume that includes names of employers, dates of employment, and education.
- Written response to the **QUESTIONS** listed below.
- In addition to your present or most recent supervisor, provide a list of three professional references with current addresses and phone numbers.
- As a separate part of the recruitment process, applicants are requested to voluntarily complete the attached applicant profile and return it with the application packet. Application profiles are confidential. This position requires a criminal history records check.

Electronic applications will be accepted. Completed application packets must be received by 4:30 p.m. on, July 9, 2010 and should be forwarded to:

Linda Gilstrap, Human Resources Manager
Monroe Correctional Complex
PO Box 777
Monroe, WA 98272
FAX: (360) 794-2714 Email: lsgilstrap@doc1.wa.gov

The Washington State Department of Corrections is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities, and persons over 40 years of age to apply.

QUESTIONS: Please limit your response to **no more than** one (1) page per question.

1. In terms of your experience, education, skills, abilities, and knowledge, how are you qualified to be a Correctional Lieutenant?
2. Describe your leadership and managerial skills and how you would utilize them in developing a strong working team in the unit.

PROFILE DATA

The Department of Corrections is an Equal Opportunity employer, and as such, encourages women, racial and ethnic minorities, persons with disability, and disabled and Vietnam era veterans to apply. We request your voluntary answers to the Profile Data listed below. Please complete the information and return this document with your Letter of Interest and Resume. Your answers will be treated as CONFIDENTIAL.

NAME: _____

Position for which applying: Correctional Lieutenant ---Monroe Correctional Complex

Please check any/all of the following that may apply:

- ☐ Male
- ☐ Female
- ☐ Age 40 or older
- ☐ Disabled veteran (30% or more disabled)
- ☐ Vietnam Era Veteran
- ☐ Caucasian
- ☐ Black/African American
- ☐ Hispanic
- ☐ Asian/Pacific Islander
- ☐ Native American

Other: Please indicate race/culture _____

If you are more than one race, please also check "Multi-Racial" and indicate your preference for Affirmative Action purposes.

☐ Multi-Racial: _____

Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, learning. Yes ☐ No ☐

Signature _____ Date _____

Again, you are encouraged to complete the information above and return this document with your letter of interest and resume.

Please assist our agency in its recruitment efforts by indicating how you learned of this career opportunity. Thank you.

- ☐ Department of Corrections Recruitment Announcement
- ☐ Department of Corrections Website
- ☐ Department of Corrections Job Line
- ☐ Employment Service Center
- ☐ Other Website (please specify) _____
- ☐ Job/Career Fair – Location _____
- ☐ State Agency (office/location) _____
- ☐ Other _____